



Michigan Department of Education Office of Special Education & Early Intervention Services

TEMPORARY APPROVAL FOR DIRECTOR OF SPECIAL EDUCATION Policy & Criteria

POLICY

1. A request for temporary approval as a director of special education may be initiated by either a candidate who is not employed as a director of special education or the employing LEA/ISD/State Agency.
2. The candidate or employer may initiate the request for temporary approval as director of special education when the candidate is not employed as a director of special education, upon completion of all training requirements:
 - Master's degree or equivalent
 - Full approval or endorsement in at least one area of special education
 - Three years of successful professional practice or administrative experience in special education, or combination thereof.
 - Successful 200 clock-hour practicum in special education administration
 - Recommendation from a university/college approved for the preparation of special education directors indicating that all educational requirements for director of special education have been met.
3. The employer may initiate a request for temporary approval as a director of special education when the candidate is employed as a director of special education, upon completion of the following minimum requirements:
 - Master's degree or equivalent
 - Full approval or endorsement in at least one area of special education
 - Three years of successful professional practice or administrative experience in education, or combination thereof.
 - Successful 200 clock-hour practicum in special education administration
 - Recommendation from a university/college approved for the preparation of special education directors indicating that 12 semester or 18 term hours of graduate credit towards full approval as director of special education have been completed.
4. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
5. Temporary approval as a director of special education is transferable from one employer to the next.
6. Temporary approval as a director of special education expires at the end of the school year for which it is issued.
7. A search for a candidate with full approval as a director of special education is not required prior to hiring a candidate under temporary approval.
8. When temporary approval as a director of special education is requested by the employer for a candidate that has not completed all training requirements for full approval, it is effective from the beginning of the school year in which it is requested, the date that the candidate completed the minimum training requirements, or the date of employment in the position, whichever is later.

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9. When temporary approval as a director of special education is requested by the candidate or employer for a candidate that has completed all of the training requirements towards full approval as a director of special education, but is not employed as such, it is effective from the beginning of the school year in which it is requested, or from the date that the candidate completed the training requirements, whichever is later.
10. Temporary approval is not issued to a candidate that has not completed all training requirements and is not employed as a director of special education.

CRITERIA

1. The candidate must hold an earned master's degree or equivalent.
2. The candidate must hold full approval or endorsement in at least 1 area of special education.
3. The candidate must have completed 3 years of successful professional practice or administrative experience in education.
4. The candidate must complete a successful 200 clock-hour practicum in special education administration.
5. The candidate must have completed 12 semester or 18 term hours of graduate credit from a university/college whose program has been approved for the preparation of special education directors. This candidate must complete 6 semester or 9 term hours of credit toward full approval between September 1 and August 31 of each school year, to receive continuing temporary approval for the following school year.
6. The candidate must receive a recommendation from a university/college approved for the preparation of special education directors.
7. A candidate or employer may request temporary approval as a director of special education for the candidate while they are not employed as a director of special education upon completion of all training requirements for full approval as a director of special education.

PROCEDURES

The employer (LEA/ISD/State Agency-Facility) must:

1. Initiate the request by completing the Temporary Approval for Director of Special Education form. The following information **MUST** be completed:
 - Candidate and Assignment information (ISD will complete code numbers) See Policy #4
 - Questions 1, 2, 3 and 5 (Attach documentation)
2. Forward all information to ISD; retain a copy for your record.
3. If the request is initiated by the candidate, send a copy of all information included in the request to the university/college of training for director of special education.

The ISD will:

1. Determine if the request is accurate and complete.
2. Forward a copy of the request form and all attachments to the university/college.

PROCEDURES

The University/College will:

1. Complete form REC:ADMIN to verify the candidate has/was enrolled in a program of training for director of special education. If the request was initiated by the candidate, verify that all coursework has been completed.
2. Retain a copy of form REC:ADMIN and all information included in the request.
3. Send remaining copies of form REC:ADMIN to the ISD, if the request was initiated by the employer.
4. Send the remaining copies of form REC:ADMIN to the candidate, if the request was initiated by the candidate, and at the time of request is not employed by an ISD as a director of special education.

The following applies to candidates employed by an ISD:

The ISD will:

1. Review form REC:ADMIN.
2. Complete question 4 on the request form.
3. Retain a copy of form REC:ADMIN and all information included in the request.
4. Submit request electronically to MDE-OSE/EIS, and print off approval letter that is generated automatically after submission.
5. Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

The employer will:

1. Distribute a copy of the approval letter to the candidate.